



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 5/18/18	<u>Interviewer:</u> Sue Guenter-Schlesinger	RFA #18-57
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> NTT Faculty		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED], NTT Faculty ; [REDACTED] Director, [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☒ Staff ☐ Student ☐
 Concern Regarding: Male ☒ Female ☐ Administrator ☐ Faculty ☒ Staff ☐ Student ☐

Category: *(Please check at least one)*

- | | | | | |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input checked="" type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
5/18/18	[REDACTED] calls EO Office, speaks with Hailey Chittick	[REDACTED] indicates that she would like to schedule an appointment with SGS to discuss concerns of a hostile work environment, possibly due to sex discrimination. [REDACTED] sends a follow up email to SGS and LKL confirming her availability.
5/18/18	SGS t/c with [REDACTED]	
5/24/18	SGS meets with [REDACTED] and [REDACTED]	
5/28/18	[REDACTED] emails SGS for guidance after receiving email from [REDACTED].	

5/29/18	SGS t/c with [REDACTED] [REDACTED]	
5/31/18	SGS t/c for [REDACTED]; leaves voicemail	[REDACTED] responds via email providing availability.
6/6/18	SGS t/c with [REDACTED]	[REDACTED] makes appointment to meet on 6/7/18.
6/7/18	SGS follow up meeting with [REDACTED]	
6/8/18	SGS follow up meeting with [REDACTED] [REDACTED]	